

CNET INSTRUCTION 4400.1E

Subj: INVENTORY MANAGEMENT OF TECHNICAL TRAINING EQUIPMENT (TTE)
REPAIR PARTS

Ref: (a) SPCCINST 4441.170A
(b) NAVSUP P-485
(c) SECNAVINST 5500.4G
(d) CNETINST 4419.1
(e) NAVSUP P-437
(f) OPNAVINST 4790.2G
(g) OPNAVINST 4400.9B
(h) NWP 10-1-10
(i) CNETINST 3040.1

1. Purpose. To provide policy and guidance for the management of the subject material utilized within the Naval Education and Training Command (NAVEDTRACOM). Procedures for financial management and inventory control are amplified and supplemented in this instruction.

2. Revision. This instruction has been revised completely and should be read in its entirety. Specific changes have not been identified.

3. Cancellation. CNET 4400.1D, CNET RCS 4400-1

4. Background. NAVSUP commissioned several surveys on stocking end-use Coordinated Shore Based Allowance List (COSBAL) at shore-based commands, and as a result, recommended Chief of Naval Education and Training (CNET) disestablish allowances at activities in close proximity to a Federal Industrial Supply Center (FISC). CNET concurred with the intent of the recommendation to utilize local FISC for source of supply and turn in any excesses carried by CNET activities. In carrying out that recommendation, significant steps have been taken to reduce the number of end-use repair parts. Excess turn-in documents were generated and sent to the applicable activity. A few activities that were not in close proximity to a FISC were granted permission to retain their parts using the Modified COSBAL concept.

5. Action

a. CNET activities implemented the microcomputer Shipboard Non-Tactical Automated Data Processing Program (MicroSNAP) on 30 April 1998. This system replaced the 14-year-old Training Equipment Repair Parts Supply System (TERPSS). All NAVEDTRACOM Activities (less CNATRA activities) shall maintain MicroSNAP Shipboard-type inventory and accountable procedures (Modified end-use COSBALS) in accordance with references (a), (b), and (c). Activities not utilizing MicroSNAP will maintain an automated stock record file.

b. Commanding officers shall ensure that the supply officer is responsible for the storage, security, and inventory control of supply assets. It must be emphasized that the supply officer is responsible and accountable for all repair parts and Maintenance Assist Modules (MAMS) in accordance with paragraph 6009-2 of reference (b), whether maintained in his/her custody or in the sub-custody of another department head.

c. All NAVEDTRACOM activities shall comply with the accounting and turn-in procedures for Depot Level Repairables (DLR) and Aviation Depot Level Repairables (AVDLR) in accordance with references (d), (e), and (f). As specified in reference (g), all DLR repair parts shall be inventoried annually.

d. NAVEDTRACOM activities will submit Casualty Reports (CASREPS) in accordance with guidelines in references (h) and (i).

e. Automated Shore Interface (ASI) tapes will be used to validate COSBALS for NAVEDTRACOM activities. ASI tapes are developed from up-line information submitted by CNET activities to their Configuration Data Manager (CDM) via MicroSNAP. CDMs will review data and identify equipment information changes and updates to the Weapons System File (WSF). ASI tapes are requested and distributed by the CDM on an average of 4 to 6 months. CNET has requested that CDMs not include E1 records on the ASI tape as this will force the activity to process every shortage record and generate a replenishment requisition.

f. It is essential that CNET activities have in place an efficient Material Obligation Validation (MOV) for the management of assigned funds. MicroSNAP will perform MOV functions by department, division, work center, or Job Control Numbers (JCN). Activities should review centrally held overage requisitions quarterly and forward internal MOV request to the appropriate area. Reference (e) provides MOV processing guidelines.

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